



## **SUPERVISOR I (PAYROLL SUPERVISOR) NEW HAMPSHIRE LIQUOR COMMISSION**

**37.5 hours a week  
\$34,866.00 to \$41,086.50**

**PLEASE INDICATE ON YOUR APPLICATION WHAT POSITION & LOCATION YOU ARE APPLYING FOR.**

**SCOPE OF WORK:** Complete operational requirements by planning and assigning the work in the maintenance and processing of payroll system(s) and related benefits, following up on work results. Manage payroll accounting, reporting, and disbursement of liquor funds, federal funds, and grants.

**For more details about this position please contact Nancy Valpey (603)230-7004 or e-mail [nvalpey@liquor.state.nh.us](mailto:nvalpey@liquor.state.nh.us).**

**Position closes on April 19, 2013.**

### **MINIMUM QUALIFICATIONS:**

- a. Education: Bachelor's degree from a recognized college or university with major study in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.
- b. Experience: Two years' experience in payroll processing with some experience in a supervisory or lead position capacity. Each additional year of approved work experience may be substituted for one year of required formal education.
- c. Experience in Lawson/NH First system preferred.

### **SPECIAL REQUIREMENTS:**

Supervisor I applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

**The following items are a requirement and need to be completed as a condition of employment:**

- **Criminal records check;**
- **Reference check.**

**These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions if one has not been completed in the last 12 months. All employees will have these background checks completed.**

**HOW TO APPLY:** An official application for employment may be obtained from and returned to New Hampshire Liquor Commission, Human Resources, 50 Storrs Street, PO Box 503, Concord, New Hampshire, 03302-0503 (603) 230-7052. [hr@liquor.state.nh.us](mailto:hr@liquor.state.nh.us) and is available on the Internet at <http://www.nh.gov/liquor/employment.shtml>. In addition, an official state application for employment may be obtained at [www.admin.state.nh.us/hr](http://www.admin.state.nh.us/hr).

**\*\*\* In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency. \*\*\***

**EOE**